

February 26, 2007

RE: Vicki Johnson v. Department of Corrections (DOC)
Allocation Review No. 06AL0056

Dear Ms. Johnson:

The Director's review of DOC's allocation determination of your position has been completed. The review was based on the written documentation submitted by you and by DOC. DOC determined that your position was properly allocated to the Warehouse Operator 2 classification. You indicated that your position closely resembles the Industries Specialist 1. You ask that your salary be set comparable to the Construction Maintenance, Cook-AC and Correctional Industries Specialist positions who also work with offenders. (Exhibit C).

The allocation review process is not the proper forum to rewrite or create a new classification. If you wish to propose a new or revised classification, you should work with your union representative and your agency's human resource staff to develop a proposal. You can find information about submitting a proposal on the Department of Personnel webpage at www.DOP.wa.gov under the HR Professionals tab. Under the HR Professionals tab, go to Meetings and then to Director of Personnel.

The purpose of a position review is to determine which classification best describes the overall duties and responsibilities of a position. A position review is neither a measurement of the volume of work performed, nor an evaluation of the expertise with which that work is performed. A position review is a comparison of the duties and responsibilities of a particular position to the available classification specifications. This review results in a determination of the class that best describes the overall duties and responsibilities of the position. See Liddle-Stamper v. Washington State University, PAB Case No. 3722-A2 (1994).

Salary inequity is not an allocation criterion and should not be considered when determining the appropriate allocation of position. See Sorensen v Depts. Of Social and Health Services and Personnel, PAB Case No. A94-020 (1995).

Background

As a result of the Department of Personnel's implementation of the Group 2 and 3 Occupational Categories, effective January 1, 2006, your position was transitioned into the new Warehouse Operator 2 classification in the Warehouse Operations Occupational Category. (Exhibit B). By letter dated January 8, 2006, you requested a review of that decision. (Exhibit C).

At the request of the Department of Personnel, DOC conducted a review of your position. DOC compared the Classification Questionnaire (CQ) that was on file for your position at the time of the implementation of the new Warehouse Operations Occupational Category to your former Warehouse Worker 2 classification and the new Warehouse Operator 2 classification. By letter dated November 22, 2006, DOC determined that your position was properly allocated to the Warehouse Operator 2 classification. (Exhibit E).

By letter dated December 29, 2006, Karen Wilcox, the Director's Review Coordinator, informed the parties that the review of your position would be conducted based on the documents provided by the parties. (Exhibit F). Ms. Wilcox informed you that any additional documentation was to be submitted no later than January 25, 2007. On January 16, 2007, you submitted a CQ for a Cook-AC position (GB76) to show that this position has supervisory responsibilities similar to your position. (Exhibit J).

Summary of Ms. Johnson's Perspective

In your letter of appeal, you state that you work in at a location outside of the perimeter of Washington Corrections Center for Women and that your duties include supervising and training up to eight offenders on a daily basis. You state that you believe the class A tools used by the offenders were similar to the tools addressed in the Cook-AC classification and ask that your salary be set at a higher pay range than Warehouse Worker 2's who do not work for DOC. You feel your position is comparable to Construction Maintenance, Industries Specialist, and Cook-AC in regard to the similarity of your level of responsibility for working with, training and supervising offenders.

Summary of DOC's Reasoning

DOC compared your duties and responsibilities to the former Warehouse Worker 2 classification and the new Warehouse Operator 2 classification. DOC determined that the majority of your assigned duties and responsibilities are characteristic of your former classification, and subsequently, are also characteristic of the Warehouse Operator 2 classification.

Director's Determination

As the Director's designee, I carefully reviewed all of the documentation in the file including your letter requesting a review of DOC's determination and the duties and responsibilities you described in your CQ. In addition to the Correctional Industries Manufacturing Occupational Category, the Construction and Maintenance Supervisor classification and the Cook-AC classification, I reviewed the Warehouse Operations Occupational Category, particularly Warehouse Operator 2 and Warehouse Operator 3. I reviewed the current Department of

Personnel classification plan and the list of abolished classes but I found no classification titled Industries Specialist.

Based on my review of the documents, the available classifications, and my analysis of your assigned duties and responsibilities, I conclude that your position is properly allocated to the Warehouse Operator 2 classification.

Rationale for Determination

The focus of positions allocated to the Correctional Industries Manufacturing Occupational Category is working with and teaching offenders a variety of trades and other skills used in the manufacturing process. You work with offenders in a warehouse setting, not a skilled trades setting. As a result, your position does not fit within the Correctional Industries Manufacturing Occupational Category.

The focus of positions allocated to the Construction and Maintenance Supervisor classification is supervising and working with a crew performing construction and maintenance work. Again, since you work with offenders in a warehouse setting, your position does not fit within the Construction and Maintenance Supervisor classification because you do not perform construction and maintenance work.

Similarly, positions allocated to the Cook-AC classification direct the preparation and service of food by offenders and do not work in a warehouse setting. Therefore, your position does not fit within the Cook-AC classification.

The Distinguishing Characteristics for the Warehouse Operator 3 classification state:

This is the senior level of the series. Positions lead staff and participate in the work of procuring, receiving, storing, inventory control, or shipping operations in a commissary or warehouse, or electronic/communications stockroom, or a combination of these activities. Some positions manage the retail store and/or food counter at a large institution.

Your position receives, checks, issues and stores dry goods, clothing, food, pharmaceuticals, janitorial supplies, office supplies and equipment at the Washington Corrections Center for Women's warehouse. You are not responsible for procuring or shipping operations, but you do assist with inventory. You work under the supervision of a Warehouse Supervisor who is responsible for supervising and directing warehouse operations. You direct and oversee the work of 3-8 offenders, but you do not have lead responsibility for other classified warehouse workers. Your position does not have the scope or level of responsibility necessary for allocation to the Warehouse Operator 3 classification.

The Distinguishing Characteristics for the Warehouse Operator 2 classification state:

This is the journey level of the series. Positions at this level perform warehouse functions in a major area within a large warehouse or independently operate a

small or decentralized warehouse; receive, record, store, issue, and ship stock and supplies; and dispose of surplus property. Positions may train, lead or supervise lower level staff. Some positions may be required to operate material handling equipment such as forklift trucks and light trucks.

The duties described in your CQ fit within the Distinguishing Characteristics of the Warehouse Operator 2 classification. You work in the warehouse at the Washington Corrections Center for Women. You are supervised by a Warehouse Supervisor. You receive, check, store, and inspect supplies and document damaged goods and partial orders. You prepare receiving documents and transmit data electronically for payment. You train and direct the work of offenders assigned to the warehouse. And, you assist in taking physical inventories and issuing supplies of offender clothing and officer uniforms when needed. In performing your work, you operate forklifts, hand trucks, pallet jacks and other equipment. As a result, your position is properly allocated to the Warehouse Operator 2 classification.

This determination is based on the duties described in the classification questionnaire for your position that you signed on May 17, 2004. If the duties and responsibilities of your position have changed, you may request a review of your current duties and responsibilities in accordance with DOC's reallocation procedure.

Appeal Rights

WAC 357-49-018 provides that either party may appeal the results of the Director's review to the Personnel Resources Board by filing written exceptions to the Directors' determination in accordance with Chapter 357-52 WAC.

WAC 357-52-015 states that an appeal must be received in writing at the office of the Board within thirty (30) calendar days after service of the Directors' determination. The address for the Personnel Resources Board is 2828 Capitol Blvd., P.O. Box 40911, Olympia, Washington, 98504-0911.

If no further action is taken, the Director's determination becomes final.

Sincerely,

Teresa Parsons
Director's Review Supervisor

cc: Joanne Harmon, DOC

List of Exhibits for Johnson 06AL0056

- A. CQ for position #BT56 signed by Ms. Johnson on May 17, 2004
- B. December 16, 2005 letter from Jennie Adkins informing Ms. Johnson of the reallocation of her position to the Warehouse Operator 2 classification
- C. January 8, 2006 letter from Ms. Johnson to the Director of the Department of Personnel requesting a review of her position
- D. September 28, 2006 letter from Teresa Parsons to Ms. Johnson and Ms. Harmon informing them that Ms. Johnson's review request would be held until after DOC conducted a complete review and analysis of her duties and responsibilities
- E. November 22, 2006 Allocation Review Request letter from Ms. Harmon to Ms. Johnson finding that Ms. Johnson's position was properly allocated
- F. December 29, 2006 letter from Karen Wilcox to Ms. Johnson and Ms. Harmon confirming that the position review would be based on the documents submitted
- G. Correctional Industries Manufacturing Occupational Category
- H. Construction and Maintenance Supervisor classification (70550)
- I. Cook-AC job classification (80200)
- J. Warehouse Operations Occupational Category including the classification specifications for Warehouse Operator 1 (117I) and Warehouse Operator 2 (117J)
- K. Ms. Johnson's January 10, 2007 letter with CQ for Cook-AC position GB76 attached